





Special Conference Edition Revised February 2016



Date	Assessment Event	Grades
December 2, 2015 - February 29, 2016	English Language Proficiency, Grades K-12	K-12
January 5 - January 22, 2016 NOTE: The sort by field closed on January 22 for labels; however the window for reporting is open through February 8.	Assessment Registration Collection: Initial registration for MontCAS Assessments	3-8, 10-11
March 22, 2016	Test Window Count Date: Student data must be accurate as of this date.	3-8, 10-11
February 17 - March 24, 2016	CRT-Alternate Science, Grades 4, 8, and 10	4, 8, 10
March 3 - March 24, 2016	CRT Science, Grades 4, 8, and 10	4, 8, 10
March 23 – May 27, 2016	Smarter Balanced ELA and Math <ul style="list-style-type: none"> Grades 3-8 Grade 11 required for private accredited schools Public accredited schools may elect to administer the high school Smarter in addition to the ACT. NOTE: Classroom activity is not required or available. The CAT and PT are required.	3-8 and 11
March 30 – May 13, 2016 (no longer tentative)	MSAA (new name for NCSC) Alternate ELA and Math, Grades 3-8 and 11.	3-8 and 11
April 19, 2016 (Initial Test Date)	ACT Plus Writing for Public School Juniors	11
April 19 – May 3, 2016	ACT Plus Writing for Public School Juniors (Accommodations Window)	11
May 3, 2016	ACT Plus Writing for Public School Juniors (Makeup Day)	11

MonCAS Test Administration Training Log Template

2015-2016 MontCAS Administration Training Log
 Please use this template for any training for Smarter, NCSC, Science CRT, Science CRT-Alt Administration and the English Language Proficiency Assessment.
 Copies should be filed in the system or school offices where the training occurred.

School System: _____ School Name: _____
 Title of Training: _____ Date: _____ Time: _____
 Name of Presenter (First, Last): _____

Attendees:

Time In	Time Out	First Name	Last Name	Signature	Received Materials

http://www.opi.mt.gov/pdf/Assessment/General/15_16Test%20AdminTrainingLog.pdf

Online Reporting and Registration for MontCAS

	AIM	MontCAS Online Reports	OPI MontCAS	Measured Progress	Other
SMARTER: Student Registration	X				
SMARTER: Student registration for designated supports and accommodations				X (TIDE)	
SMARTER: Students who move	X				
SMARTER: Non standard accommodations requests		X			
SMARTER: Testing Irregularities				X	
SMARTER: Test submission and test security agreements				X	
CRT: Student registration	X				
CRT: Students who move	X				
CRT: Testing Irregularities		X	X		
CRT: Test security agreements				X	
CRT ALT: Student registration	X				
CRT ALT: Students who move	X			X	
CRT ALT: Testing Irregularities		X	X		
CRT: Test security agreements				X	
MSAA (new name for NCSC): Student Registration	X				
MSAA (new name for NCSC): Students who move	X			X	
MSAA (new name for NCSC): Testing irregularities		X	X		
MSAA (new name for NCSC): Test security agreements*			X	*Info in following table	
WIDA**			X	**Info in following table	
ACT: Student Registration	X				
ACT: Testing Irregularities		X	X		
All Spring 2016 MontCAS Assessments: Non-participation reason		X			

Links to Online Reporting and Registration

AIM	Use system/school login
MontCAS Online Report <ul style="list-style-type: none"> Smarter Online Reports CRT, CRT-Alt, and ACT Testing Irregularities 	https://apps.opi.mt.gov/MontCAS/frmLogin.aspx
MontCAS OPI	akoehler2@mt.gov ; yfield@mt.gov ; jsnow@mt.gov yfield@mt.gov pbirkeland@mt.gov ; jsnow@mt.gov
Measured Progress Help Desk for Smarter/ CRT/CRT-Alt	888-792-2741 montanahelpdesk@measuredprogress.org
Measured Progress <ul style="list-style-type: none"> Smarter Test and Test Security Agreement Test submission Designated supports and Accommodations 	mtsmarter.measuredprogress.org
Measured Progress: CRT and CRT-Alt Test Security Agreements	iservices.measuredprogress.org/
*MSAA (new name for NCSC) Test Security Agreements	Test administrators and System Tests Coordinators sign the agreements provided by MSAA. System Test Coordinators keep copies of signed agreements on file. OPI may request copies of the agreements.
**WIDA	Test Administrators and System Test Coordinators sign an electronic agreement at first log in to the www.wida-ams.us assessment management system.

TIPS

Smarter Balanced

Accessing 2015 Smarter Balanced Assessment Reports

- <https://mtsmarter.measuredprogress.org/portal/>



- If district or school coordinators are having trouble seeing individual student reports, make sure that they have the following rights: General, PII, and SAREXTRACTS.
- If all of those rights are correctly added for the educator, have the educator clear their browser history prior to logging into the portal and the reporting feature.
- Use Google Chrome or Firefox to access the Reporting tool.
- Once an educator is able to login to the Reporting System, they should select their district, then select a school. Once the school has been selected, the educator can select a grade and a list of students should appear with a visual overview of their ELA and Math scores. The **overview** is the default view. Next to overview is the option to go to **Math** or **ELA** view. By selecting that option, the domains and/or bands will appear. Each of those columns may be sorted. Once that is completed the list is sorted by Above Standard, At/Near standard, or Below Standard. This gives the educator the opportunity to visually assess, whether the category is one with which students either succeeded or that category provides information for which areas need additional instruction. On either the **ELA** or **Math** view, the educator, may select **Download** and then **current** view. The download is a CSV file that provides the list of students, the domains/bands and the numeric score that each student received for that specific area: 1, 2, 3, or 4. These domain/band columns can be sorted by that score to determine the number of students and which students would benefit from different instruction or additional instruction in an area. The exhibits below demonstrate this process. (Note: the CSV file has been revised to only show the numerical value for each student's performance in each domain by hiding additional columns).

Montana

Alder-Upper Ruby Elem

Alder School

Grade 03

Assessment Results for Grade 03

Assessment:

2014 - 2015 - Summative

Overview

Mathematics

ELA/Literacy

Legend

Filter

Students

Mathematics Overall

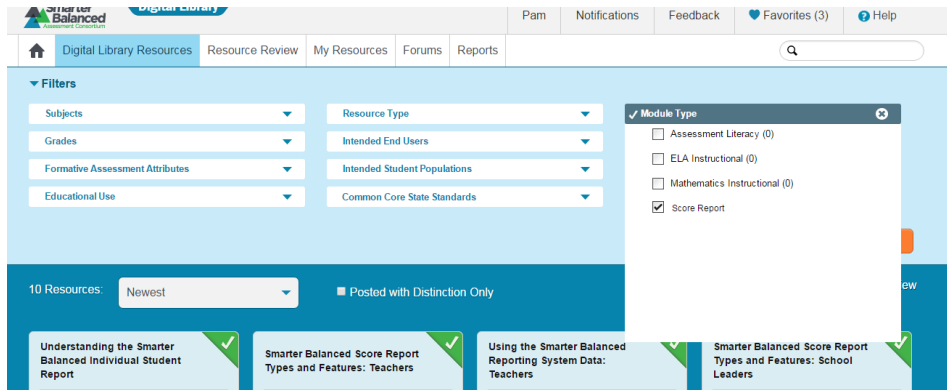
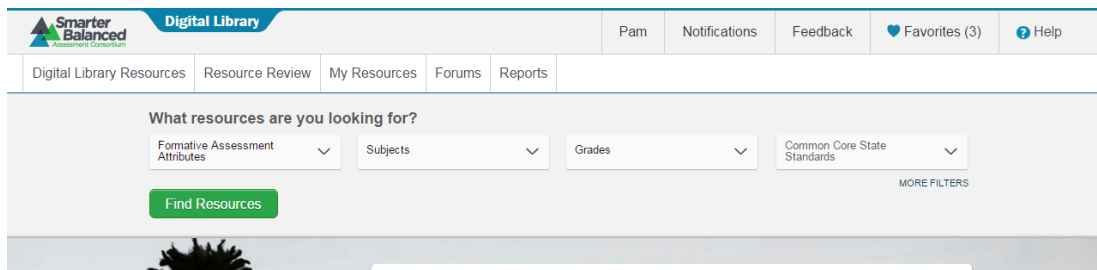
Concepts & Procedures

Problem Solving and Modeling & Data Analysis

Communicating Reasoning

Math Performance Level	Math Performance Level Number	Math - Concepts & Procedures	Math Problem Solving and Modeling & Data Analysis	Math - Communicating Reasoning
Level 3	3	2	2	3
Level 3	3	3	2	3
Level 4	4	3	3	3

- Educators may log into the Digital Library to view the modules on score reports. For each of the following users: State, District, School, Teacher there are two modules available: Score Report Features and Using the Smarter Balanced Reporting System Data.
- In order to access these modules, educators should select the green Find Resources button on the landing page. The Filters feature should appear next. Select Module Type, then Score Reports. By following these instructions, the 10 score report modules will appear on the page (See below).



Smarter: TIDE (Test Information Distribution Engine) for Spring 2016

TIDE is the online program that was used for registering students to participate in the spring 2014 Smarter Field Test and for access to the designated supports and documented accommodations. It will be used again for the 2016 Montana Smarter administration.

- Students enrolled by January 22, 2016: AIM provides data to TIDE
- Students who enroll after January 22, 2016: Districts update AIM, OPI regularly uploads to TIDE
- Designated Supports and Documented Accommodations: Districts and/or schools enter in TIDE

Important Documents to be posted on OPI Smarter Test Website

TIDE User Guide

TIDE Training Module

Templates

MT User Template File

Montana Student Template File

MT Student Setting Template

NOTE: Templates to record information to submit to TIDE require *Responsible District and School identifiers*. Tables with those identifiers (LE and SC) are posted online.

Passwords: Process instructions will be provided through emails and online.

Collecting Information

Students who move

- Students who enroll or move after January 22, 2016 should be updated at the district (system) in AIM.

- OPI will upload changes made to AIM on a regular basis. Districts (systems) should expect at the least 24 hours for the changes to take place.

Students needing embedded designated supports or documented accommodations

- Once School Coordinators (SC) and Test Administrators (TA) determine which students will need to access the assessment using embedded supports (see the Usability, Accessibility, Accommodations Guidelines posted on the OPI website), the DA, DC, or SC will be able to add those settings for their students (TA's cannot upload or edit students' settings).
- Prior to entering in TIDE, this information can be collected by the school on the MT Student Setting Template which will be posted on the OPI assessment website.

Planning Ahead for Student Logins for the 2016 Test Administration

In order to login, each student will need the following information:

- Confirmation Code [Student First Name] as it appears in AIM and entered in TIDE
- State-SSID [MT-9 digit state id]
- Test Session [this will be generated when the TA's set up a session and can be written on the board.]

Options for providing information to students for accessing their tests

- Print labels (instructions provided at the Smarter Registration conference session) and are in the posted Power Points on the MontCAS/Smarter site OR
- Prepare index cards
 - Include on the last line of the card, the first and last name, possibly the middle initial to avoid confusing the confirmation code for students with the same first names. These cards should be collected after each session, kept in a secure location, and shredded upon the conclusion of the last testing session.

Jackie

xxxxxxx) MT-9digit state id)

Test Session:

Jackie L. Smith

MSAA (new name for NCSC)

Montana has joined with several states to form an alternate assessment consortium. The consortium has a new name but the alternate assessment is the same one used last year.

1. The test vendor is Measured Progress and the technology vendor is Breakthrough Technologies.
2. The test portal is being transitioned and will be available for district access and test administration training starting late February.
3. Registration for the MSAA will be the same as last year. OPI will register students based on the Alternate Assessment checkbox being marked in the locked electronic IEP in AIM. There will be no separate registration site.
4. The tentative test window is March 30th to May 13th, 2016

ACCESS for ELLs 2.0 (English Language Proficiency Test)

1. Google Chrome and Firefox work best. Explorer has glitches. If you are having troubles in the AMS, try one of the other browsers.
2. If you are having issues with selecting pull down boxes, the help desk recommended talking to the tech coordinator to make sure that www.wida-ams.us and its IP address are included in the white listing (safe sites) for the district.

3. The best time to call the WIDA/DRC help desk is towards the end of the work day when call volume is lower. I have had the most success when I am calling between 4 and 5 PM.
4. To run a tier placement report for the 1-3 grade group for the writing domain, search test sessions to display the 1-3 sessions, then click on the icon for the tier placement report under either the Reading or Listening domain for the appropriate grade or cluster. The report has a column that will display the writing tier that has been assigned.
NOTE: The student must have completed both the Reading and Listening Domains in order to be assigned Speaking and Writing tiers.
5. Log in glitch in Chrome - If you are attempting to log in and get in a loop back to the home page and the log in prompt, try clearing your settings in Chrome.
6. The User Guide Part 1 and 2 can be found on the AMS under General Information/Training Materials. The user guides give step by step directions for tasks that need to be completed on the www.wida-ams.us site. This is a separate document from the Test Administration Manual.

Contact Information

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Smarter and Measured Progress

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- <https://mtsmarter.measuredprogress.org/portal/> is home for all online Smarter Balanced assessment administration information.
- MT Help Desk
888-792-2741 montanahelpdesk@measuredprogress.org